

Job Description

Job Title: Material Handler (*flex shift*)

Department: Shipping and Receiving

Reports To: Shipping/Receiving Manager

Summary: Analyzes methods, procedures and storage device needs according to production demands. Recommends, then works with Leads and Maintenance Department to implement methods, procedures and storage devices. Loads, unloads, and moves materials within or near plant, yard, or storage areas. Consistently acts as a representative of Benchmark Foam by personifying the company's Core Values of Integrity, Commitment and Excellence. Hours M-F 10:00AM – 6:30PM.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Benchmark Foam operates on the principle of effective teamwork. Other duties may be assigned, including cross-training and/or working in other departments.

Analyzes existing processes, then recommends methods and procedures to make processes more efficient. Works with Leads to designate storage areas for various products. Determines storage device needs in order to best meet current and improved production. Works with Leads and Maintenance Department to facilitate the design and construction of machinery and/or storage devices to meet specific material handling needs.

Read work order or follows oral instructions to ascertain materials or containers to be moved. Load materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit. Operate forklift, electric hoist or pallet jack to assist in loading or moving materials and products. Lift heavy objects by hand or with power hoist, and cleans work area, machines, and equipment to assist machine operators. Secure lifting attachments to materials and conveys load to destination or signals operators to move load to destination.

Performs daily local deliveries. Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand. Conveys materials from storage or work sites to designated area. Stacks or assembles materials into bundles and bands bundles together. Attaches identifying tags or labels to materials or marks information on boxes, crates, bundles or other containers. Assembles boxes/crates to contain products.

Job Specific Competencies:

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract multiple digit numbers and to multiply and divide multiple digit numbers. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to read tape measure to 1/16 inch.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with situations involving a variety of solutions.

Computer Skills: To perform this job successfully, an individual should have knowledge of basic computer software/hardware.

Certificates, Licenses, Registrations: Current South Dakota Class 1 - Car/Light Truck Driver's License. Forklift operating experience. Truck driving experience desired but not required – will train. Ability to drive truck on company property (CDL not required). National Career Readiness Certificate preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

Competencies:

Adaptability - Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings on time.

Dependability - Follows instructions and responds to management direction; takes responsibility for own actions; keeps commitments; commits to working extra hours, when necessary to achieve goals; completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed; motivates others to perform well; effectively influences actions and opinions of others.

Innovation - Displays original thinking, passion, optimism and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions; demonstrates accuracy and thoroughness.

Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Organizational Support - Follows policies and procedures; supports organization's goals and values; aligns work with established goals; implements cost-saving measures. Consistently acts as a representative of Benchmark Foam by personifying the company's On-Time Delivery Guarantee.

Planning/Organizing - Prioritizes and plans work activities; develops realistic action plans; sets goals and objectives; uses time efficiently to meet productivity standards; completes tasks accurately and on time; demonstrates accuracy and thoroughness; monitors own work to ensure quality; looks for ways to improve and promote quality.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Strategic Thinking – Processes information; uses intuition and experience to complement information.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; meets commitments; gives and solicits feedback; manages difficult or emotional situations; provides customer service to fellow team members by responding promptly to needs.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

This document does not constitute an offer of employment or create an employment contract of any kind. Any job offer will not provide a contract other than an at-will relationship between Benchmark Foam Inc. and employee.

The Company has reviewed this job description to ensure that essential functions of the position have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Company as noted above, and declare that I am able to perform the essential functions of the position with or without a reasonable accommodation.

Employee Signature: _____

Date: _____

Date Originated: May 2009

Date Revised: Nov 2011; July 2017